

**MINUTES OF A REGULAR BOARD MEETING**  
**CITY OF BIG BEAR LAKE,**  
**DEPARTMENT OF WATER AND POWER**  
**BOARD OF WATER AND POWER COMMISSIONERS**  
**November 22, 2016**

**OPEN SESSION**

A Regular Meeting of the City of Big Bear Lake, Department of Water and Power Board of Water and Power Commissioners was called to order at 9:00 a.m. on November 22, 2016 by Chair Smith at 41972 Garstin Drive, Big Bear Lake, California 92315.

**BOARD MEMBERS PRESENT:**

Don Smith, Chair  
Bob Tarras, Vice Chair  
Craig Hjorth, Treasurer  
Alan Lee, Commissioner  
Kristin Saukel, Commissioner (via telephone)

**BOARD MEMBERS EXCUSED:**

N/A

**PLEDGE OF ALLEGIANCE**

Reggie Lamson, General Manager

**PUBLIC FORUM**

During the Public Forum, Teamsters 1932 representative David Farugia addressed the Board. He thanked the Board and congratulated employees receiving service awards. He also discussed the union's position relevant to labor negotiations and requested that the Board consider those positions in closed session.

**1. SERVICE AWARDS**

Board recognized Evelyn Poelking for 25 years, Di Eichenlaub for 10 years, Lisa Kinney for 10 years, Christine McIlrevey for 5 years, and Reggie Lamson for 5 years of service to DWP.

**2. CONSENT CALENDAR**

**2.1 Approve Minutes of a Regular Board Meeting Dated October 25, 2016**

**2.2 Adopt Resolution Authorizing Amendment #1 to the General Manager Employment Agreement**

DWP Resolution No. 2016-14 adopted a contract Amendment No. 1 providing a 4% pay increase to the GM and authorized the associated budget adjustment.

*Motion made by Commissioner Lee, seconded by Treasurer Hjorth and carried 5-0 to approve the Consent Calendar items.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3. DISCUSSION / ACTION ITEMS**

**3.6 Resolution No. 2016-15, Adopt Revisions to Benefits and Working Conditions for Unrepresented Employees Policy (DWP Policy #2011-01)**

Board Chair Smith moved item 3.6 to the start of open session and moved closed session directly after item 3.6 due to the availability of legal counsel.

**4. CLOSED SESSION**

**At 9:43 AM, the Board entered Closed Session**

The DWP may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided in the Ralph M. Brown Act (Section 54950, et seq., of the Government Code).

**4.1 Closed Session Pursuant to Section 54957.6**

**Conference with Labor Negotiators regarding the MOU with Teamsters Local 1932**

DWP Designated Representative: Reginald Lamson

**4.2 Closed Session Pursuant to Section 54957**

**Public Employee Performance Evaluation**  
Title: General Manager

**OPEN SESSION**

**At 11:42 AM, the Board came out of Closed Session with no reportable action**

**3. DISCUSSION / ACTION ITEMS**

**3.1 Check Register**

Board reviewed and discussed the check register for October 2016.

*Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to authenticate the Check Register for October 2016 as presented.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.2 First Quarter FY2016/17 Financial Analysis**

Board reviewed and discussed the first quarter Fiscal Year 2016/2017 Financials. The Board recommended some changes to graphs related to non-revenue water.

**3.3 Bear Valley Water Sustainability Project Amendment # 1**

Board reviewed and discussed the Bear Valley Water Sustainability Project agreement Amendment # 1 for the expansion of the scope of work for WSC and the associated budget adjustment.

*Motion made by Treasurer Hjorth, seconded by Commissioner Lee and carried 5-0 to approve the Bear Valley Water Sustainability Project Amendment #1 and the \$1,770 budget adjustment.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.4 Resolution to Adopt Failure to Comply Policy**

Board reviewed and discussed the DWP Failure to Comply Policy (DWP Policy # 2016-01). The new policy addresses civil penalties that may be applied, especially for instances in which termination of service is not a viable or equitable option.

*Motion made by Vice Chair Tarras, seconded by Commissioner Lee and carried 5-0 to approve DWP Resolution No. 2016-13 and adopt DWP Policy 2016-01, Failure to Comply.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.5 Vehicle Purchases**

Board to reviewed and considered the staff recommended vehicle purchases, at a cost of \$81,692.70, to maintain the DWP vehicle fleet.

*Motion made by Treasurer Hjorth, seconded by Vice Chair Tarras and carried 5-0 to approve purchasing two vehicles at a cost of \$81,692.70 and directing staff to surplus two existing vehicles via auction.*

*AYES: Hjorth, Lee, Saukel, Smith, Tarras*

*NOES: -*

*ABSTAIN: -*

**3.6 Resolution No. 2016-15, Adopt Revisions to Benefits and Working Conditions for Unrepresented Employees Policy (DWP Policy #2011-01)**

Board reviewed and considered DWP Resolution No. 2016-15 to adopt staff recommended revisions to DWP Policy #2011-01. Board considered the associated budget adjustments for the unrepresented exempt employees; DWP Board compensation, which was reclassified to W-2 income; and temporary and part time employees.

*Motion made by Commissioner Lee, seconded by Treasurer Hjorth and carried 4-1 to approve Resolution No. 2016-15, adopting changes to DWP Policy # 2011-01 with the removal of language pertaining to the General Manager being covered by the retirement specifics of the policy and adopting the associated budget adjustments for unrepresented employees, board members, and temporary and part-time employees.*

*AYES: Hjorth, Lee, Saukel, Smith*

*NOES: - Tarras*

*ABSTAIN: -*

**3.7 Management Reports**

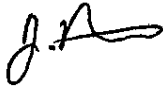
Board discussed management reports and asked staff clarifying questions.

**3.8 Board Member Reports**

No Board Member Reports.

**ADJOURNMENT**

No additional business came before the Board. At 12:41 PM Chair Smith adjourned the meeting.



Jack P. Roberts

Board Secretary DWP Board of Commissioners

Approved at meeting dated: 1/24/2017